

Preeti Prajapati

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PERSONAL SUMMARY:

An effective and confident communicator who is also a self-starter with the dedication and motivation required to succeed in a busy IT department. Possessing in-depth knowledge of IT processes and procedures and a proven track record of providing support to IT advisors and senior managers. Easy going by nature and able to get along with both work colleagues and senior managers when providing comprehensive administrative support to day-to-day operations of the IT department.

CAREER OBJECTIVE:

Presently looking to progress a career within the IT industry by joining an exciting and ambitious company that rewards ability and hard work.

CAREER PROFILE/SKILLS:

- Absence management
- Attention to details
- Managing data

CAREER HISTORY:

- VM Tele Solution Pvt. Ltd (India)
HR assistant - (Jan 2021 - march 2022)
- Big wave information technology (UAE)
Risk Analyst- (april 2022 - Still)

Responsible for recording all employee information such as personal data, attendance, benefits, compensation, tax data and holidays. Always displaying at most discretion when dealing with any sensitive or personal issues.

DUTIES:

- Answering phone calls, dealing with enquiries and providing general information to job applicants regarding HR procedures.
- Making sure that all employees and candidates' records are well maintained.
- Compiling the following data about employees: payroll – such as hours worked, taxes, pension contributions and also timesheets.
- Setting up and maintaining an employee's personnel files.
- Updating both manual and electronic personnel records when an employee's personal details change.
- Researching employee references and academic qualifications.
- Reading all correspondence including inquiry letters, job applications and CVs that are sent in.
- Managing an employee's sickness records and paperwork.
- Managing a team of representatives offering customer support.

Responsibilities :

- Competent it skill and able to use out look , work and Excel.
- Excellent attention to details and eye for accuracy.
- Knowledge of financial products .
- Input deals on to the system in a timely and efficient manner.
- Provide full administrative support to customers, Introduces suppliers and colleagues.
- Ensure the business is kept safe by ensuring the documentation is compliant and correct and in line with credit approval and any problem and resolved quickly.

ACADEMIC EDUCATION:

DEGREE	RESULT	EXAMINING BODY:	YEAR
Masters of Business Administration	SGPA (7.35)	Abdul Kalam Technical University	2021
Bachelor of Commerce	51%	Mahatma Gandhi Kashi Vidyapith	2019

TRAINING & WORKSHOPS:

- A course of computer concept (CCC)
- Office Management

PERSONAL DETAILS:

Nationality: India

Languages: English, Hindi

Passport No.: V0336042

Date of birth: 19-05-1998

Marital Status : Single

REFERENCES:

Will be furnished upon demand.